

### Exhibition Proposals

The Humboldt and District Gallery is a community-based art gallery. With this mandate, we aim to show art that tell the stories of the people and communities around Saskatchewan. We also aim to display art that provides access to a variety of media and styles.

With these dual goals in mind, we encourage artists of many experience levels and mediums to submit applications to the Gallery for consideration. Artists with extensive experience exhibiting are as welcome to send in an exhibit proposal as those who have never shown in a gallery before. Maintaining the mix of established and new local artists is important to the Gallery, so if you feel your work may be of interest to us, please do submit a proposal. All submissions will be reviewed by our exhibit committee and offers of shows will be put forward in consultation with them. The Gallery is also in a position to assist those new to exhibiting with the process of mounting a show.

The Gallery is able to offer a range of spaces in which to exhibit works, many of which are flexible and able to accommodate a range of show types. A floor plan of the Gallery is available for download.

As our exhibit schedule is developed 2-3 years in advance, please have patience with this process. Our closing deadlines for submissions are on **June 30** and **December 31** of each year. Please have all of your material to us by the appropriate date or your submission will be postponed to the next deadline. If you have any questions, please do not hesitate to contact us at (306) 682-5226 or email us at [humboldt.museum@sasktel.net](mailto:humboldt.museum@sasktel.net).

**Submission Guidelines for Artists**

If you wish to exhibit your work in the Humboldt and District Gallery, please either contact us to discuss this possibility further or follow the procedure outlined below. Inquiries should be directed to:

Humboldt & District Gallery  
p: (306) 682-5226 ext 2  
humboldt.museum@sasktel.net

Works in any media will be considered for display, including but not limited to: paintings, photography, woodwork, textile work, ceramics, glass, metalwork, multi-media presentations, and mixed medium pieces. All works of art should be correctly labeled with the date or year it was produced.

For those who have not exhibited before, the Gallery will be in a position to assist with producing labels and introductory statements, as well as answering questions and providing guidance throughout the submission and exhibiting process. For all artists selected to show works, the Gallery will assist with installation, promotion and programming.

Please note that the Gallery exhibition schedule is planned 2 – 3 years in advance, so please make sure you include when the exhibit would be available in the upcoming years.

**Submission Requirements**

With the exception of 10 or more images, all material must be submitted in hard copy. We also require copies of some documents in digital format. Please see the submission requirements lists below for more details. There is also a Submission Requirements Checklist included at the end of this document for your convenience. Please note that hand written or emailed submissions will not be accepted.

Hard Copy Documents

1) Cover letter

2) Exhibit proposal, including:

- Title
- Proposed number of pieces
- Specific installation or space requirements, if applicable

3) Availability dates

4) Artist/Exhibit statement

5) Current CV (3 page max.)

6) Proposed printed image list (please number this list to correspond with the images on the CD or USB).

Printed image list must include:

- Title
- Medium
- Date of production
- Dimensions
- Artist name if submitting images for a group exhibition

*Note: If the pieces have not yet been produced, please provide works that you feel support your application and are indicative of the work you intend to produce for this show.*

8) Supporting material (2-3 recent reviews, articles, etc. no more than 3 pages in length), if applicable. Please do not include a portfolio.

Digital Documents – To be included on a CD or USB with your images

- 1) 10 or more digital images of the works to be included in your show
  - CDs or USBs only
  - Images must be numbered to match printed image list
  - Images must be saved as tiffs or jpegs at a resolution of 72 dpi, with a maximum size of 1.5 MB and a maximum 1024 x 768 pixels, compatible with PCs
- 2) Artist biography
- 3) Copy of up-to-date CV
- 4) Copy of artist/exhibit statement

Additional Submission Instructions

1. Digital documents must be in CD or USB formats - do not submit material on DVD, slides, compressed or zipped files. The Gallery will not accept any submission that requires the downloading of a viewer, plug-in or converter of any sort.
2. Clearly mark all materials with your name, including the CD or USB.
3. Please do **not** include a portfolio. If there is a publication available to accompany the exhibit, please also state this.
4. If you have any specific installation or space requirements (multiple works that require buffer areas, pedestals for sculptural works or oversized works that will require extra people to install), please indicate those in your exhibit proposal.
5. Please take the time to make your presentation as clear as possible. Please only send images on CD or USB. **Save them as tiffs or jpegs at a resolution of 72 dpi, with a maximum size of 1.5 MB and a maximum 1024 x 768 pixels, compatible with PCs.** Make sure your images can be opened on a PC and that they are numbered to match your printed image list.

*Note: Submissions are reviewed on a regular basis, so please be patient. We will respond to all submissions received.*

***Send your submission to:***

*Humboldt & District Gallery*

*Box 2349*

*Humboldt, Sask.*

*S0K 2A0*

Please do not submit material in non-PC compatible formats.

**Checklist – Submission Requirements**

This checklist is a tool to assist you with ensuring your submission is complete. It does not need to be included with your submission. The Gallery's bi-annual deadlines are June 30 and December 31. If a deadline is missed, your submission will have to wait until the next consultation meeting.

<b>Hard Copy Items (✓)</b>
<input type="checkbox"/> Cover letter
<input type="checkbox"/> Exhibit proposal, including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> # of pieces</li> <li><input type="checkbox"/> Special installation or space requirements (if applicable)</li> </ul>
<input type="checkbox"/> Availability dates
<input type="checkbox"/> Artist/Exhibit statement
<input type="checkbox"/> Current CV <ul style="list-style-type: none"> <li><input type="checkbox"/> Is it 3 pages or less?</li> </ul>
<input type="checkbox"/> Printed image list, including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> Medium</li> <li><input type="checkbox"/> Date of production</li> <li><input type="checkbox"/> Dimensions</li> <li><input type="checkbox"/> Artist name (if applicable, i.e. group show)</li> <li><input type="checkbox"/> Are the digital image files numbered to correspond to this list?</li> </ul>
<input type="checkbox"/> Supporting material, if applicable, including: <ul style="list-style-type: none"> <li><input type="checkbox"/> 2-3 recent reviews, articles, etc.</li> <li><input type="checkbox"/> Are they 3 pages or less?</li> </ul>
<b>DIGITAL Copy Items – Saved to CD or USB (✓)</b>
<input type="checkbox"/> Digital images <ul style="list-style-type: none"> <li><input type="checkbox"/> Did you include at least 10 images?</li> <li><input type="checkbox"/> Are they numbered to match the printed image list?</li> <li><input type="checkbox"/> Are they saved to a CD or USB?</li> <li><input type="checkbox"/> Are they saved as tiffs or jpegs at a resolution of 72 dpi, with a maximum size of 1.5 MB and a maximum 1024 x 768 pixels?</li> <li><input type="checkbox"/> Are they compatible with PCs?</li> </ul>
<input type="checkbox"/> Artist biography
<input type="checkbox"/> Copy of up-to-date CV
<input type="checkbox"/> Copy of artist/exhibit statement
<b>OTHER Items (✓)</b>
<input type="checkbox"/> Did you mark all materials with your name?
<input type="checkbox"/> Did you ensure that all digital images and documents can be opened by a PC?
<input type="checkbox"/> Did you ensure the Gallery received your hard copy submission, including the digital components on USB or CD, by the appropriate deadline (June 30 and December 31)?

*Thank you for your interest in showing your work at the Humboldt & District Gallery. We look forward to receiving your submission!*